

# **Little Traverse Bay Bands of Odawa Indians**

**7500 Odawa Circle Harbor Springs, MI 49740**

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## **Job Posting**

**Job Title:** Research and Repatriation Assistant  
**Department:** Archives and Records & Cultural Preservation  
**Reports To:** Director  
**FLSA Status:** Non-Exempt  
**Salary Range:** \$19,859-\$26,868  
**Level:** 1  
**Open Date:** 1-12-07  
**Closing Date:** 2-2-07

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### **SUMMARY**

The Research and Repatriation Assistant serves as technical assistance for the Cultural Preservation Coordinator and Archives and Records Technician. For Cultural Preservation, this position is responsible for assisting the Coordinator with tasks related to NAGPRA activities and community cultural/spiritual outreach. For Archives and Records, this position is responsible for assisting the Technician with tasks related to accessioning activities and with tasks related to synthesizing information for public consumption.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Conducts documentary and oral research on Odawa cultural traditions, history and objects as needed to support departmental projects and programs.
- Conducts research necessary to assist in the delivery of documentation for repatriation claims.
- Assists in the creation of educational material and workshops about Odawa culture, spirituality, history and NAGPRA.
- Assists with processing correspondence related to NAGPRA (i.e. Section 106 replies) and with processing incoming repatriated items.
- Serves as an alternate and/or assistant in conducting or coordinating appropriate cultural/spiritual ceremonies. This includes community requests for assistance or information, gathering activities, care of human remains or cultural objects, etc.

- Ability to understand basic Odawa/Anishinaabe language and/or the desire to learn language as it pertains to work related activities.
- Assists with all field duties such as cemetery maintenance, woodworking, site visits, archeological activities, research, documentation gathering, etc.
- Assists Archives and Records Technician with technology-based accessioning procedures.
- Assists A/R Technician with research done on behalf of tribal members.
- Assists Archives and Records & Cultural Preservation staff with educational programs.
- Attends all meetings, trainings, and events as required or requested by the Director.

## **QUALIFICATIONS**

The individual must have extensive knowledge of Odawa culture, history as well as research methods, NAGPRA and general archival protocols. They must have a willingness to assist with traditional ceremonies and practices. This person must have a passion for history, Odawa spirituality and learning in order to assist the department in efforts to revitalize Odawa culture. They must also be able to work well with others, on a one-on-one basis, and in a quiet, self-directed atmosphere. The individual must also be able to perform job duties accurately and repetitively for long periods of time.

## **EDUCATION**

High School Diploma, or GED, and two years of combined experience in research practices, records management, archeological activities and/or the professional cultural resources field. Office/clerical experience desired, but not required.

## **COMMENTS**

Candidate must be willing to travel.  
Native American Preference will apply.